



500.01 Arrest Under False Name

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Sheriff's Approval: Digital
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POLICY

The Hendry County Sheriff Office maintains procedures to be followed when an individual's has been arrested under a false name.

PROCEDURE

A. Hendry County Sheriff Office Initiating Action on Individuals Arrested Under a False Name

1. Upon Receipt of a complaint from a person alleging an individual arrested and booked in the Hendry County Jail has falsely used their name, the Records Unit will coordinate with the appropriate divisions to initiate an inquiry into the allegation.
2. Hendry County Arrests:
 - a. If this is a CLEAR case of an arrested individual using a false name or other personal identifiers during the arrest and booking procedure (without extenuating circumstances requiring further investigation), revealed either by information provided by the victim/complainant, the arresting officer/agency or other verifiable sources, the Records Unit will complete the FDLE Agency Corrective Action Form for immediate correction of the arrest record. Once completed, this form is e-mailed to FDLE. Copies of the Agency Corrective Action Form will be forwarded to all affected areas and agencies. The Records Supervisor or Designees will complete the relevant changes in an Intelligence Bulletin.
3. Non-Hendry County Arrests:
 - a. The Records Unit will notify the arresting agency of the arrested individual using a false name or other personal identifiers. The arresting agency is then responsible for completing the FDLE Agency Corrective Action Form for immediate correction of the arrest record.
4. If fingerprints of the true offender cannot be confirmed through the FDLE Computerized Criminal History Files and AFIS, fingerprint the victim/complainant on a HCSO fingerprint card for comparison with the true offender's arrest record prints. When fingerprinting the complainant, verify name on drivers license. Fingerprints are to be forwarded to the HCSO Crime Scene Unit. Once the results of the fingerprint comparison are received from the Crime Scene Unit, an FDLE Agency Corrective Action Form will be completed by the

Records Unit for correction of the arrest record and forwarded to all affected areas and agencies.

5. Instruct individual to file a report with agency where the false name was used (HCSO or otherwise).
 6. Give individual the FDLE Compromised Identity Review Claim Form to complete, which includes a section for fingerprints. This form must be printed on an 8.5" X 14" sheet of paper. (By completing this form in addition to the FDLE Agency Corrective Action Form, FDLE will notify other agencies that may have the stolen information, and will enter the victim's information in the State Identity Theft Database.)
 7. Send individual to Warrants Clerk for review of possible active warrant in system.
 8. Once the FDLE Compromised Identity Review Form is completed, verify name on drivers license.
 9. Fingerprint individual on same FDLE Compromised Identity Review Claim Form.
 10. Copy Compromised Identity Review Claim Form for our file and forward a copy to the Records Unit. Mail completed original Compromised Identity Review Claim Form, and a copy of the FDLE Agency Corrective Action Form, and any additional documents the individual provides to FDLE. (This process takes approximately 30 days).
 11. FDLE will return the completed investigation to the contributing agency, as well as any other agency listing the compromised identity information. FDLE will also enter the information into the state Identity Theft database in an effort to prevent future identity theft issues for the victim.
 12. The arresting officer/agency will be notified in order to file criminal charges as applicable.
- B. HCSO Initiating FDLE Compromised Identity Review Claim Form
1. If FDLE Compromised Identity Review Claim Form needs to be completed prior to information being corrected or removed, instruct individual to file a report with agency where false name/compromised identity occurred.
 2. Give individual the FDLE Compromised Identity Review Claim Form to complete.
 3. Send individual to the Warrants Clerk for review of possible active warrant in system.
 4. Once FDLE Compromised Identity Review Claim Form is complete, verify name on drivers license.
 5. Fingerprint individual on same (FDLE) form.
 6. Copy Compromised Identity Theft Claim Form for our files and forward a copy to the Records Unit. Mail completed original form along with any additional documents the individual provides to FDLE. (This process takes approximately 30days.)
 7. FDLE will return the completed investigation to the contributing agency, as well as any other agency listing the compromised identity information. FDLE will also enter the information into the state Identity Theft database in an effort to prevent future compromised identity issues for the victim.
 8. Once the completed investigation and Compromised Identity Review Claim Forms are returned, and based on the supportive documentation in the investigation, the Records Unit will initiate an FDLE Agency Corrective Action

form if warranted. Send copies of Agency Corrective Action form to FDLE, and all affected areas and agencies. The Records Supervisor or Designee will make the relevant changes in for an Intelligence Bulletin.

9. The arresting officer/agency will be notified in order to file criminal charges as applicable.
- C. Compromised Identity Review Claim Form initiated from another Agency or State. If FDLE sends us a completed packet (to correct an arrest record) initiated from another county or state, based on the supportive documentation in the investigation, initiate FDLE Agency Corrective Action Form if warranted. Send copy to Warrants for review as well as all affected areas. The Records Supervisor or Designee will make the relevant changes in the Intelligence Bulletin. FDLE will notify all other agencies affected to make necessary corrections to their records.

DEFINITIONS

FALSE NAME- A name that has been assumed temporarily.

REFERENCES

State/Federal Regulations:

None

CFA:

None

Forms:

None

Other Policy/ Procedure References:

None